

**DESCRIPTION:** 2016 4 Stroke-Single Cylinder ATV(s)

**SOLICITATION NUMBER:** 1464-16-R-IFBD-00002

**BID DUE DATE AND TIME:** September 30, 2015 AT 2:00 P.M. LOCAL TIME

The Mississippi Department of Wildlife, Fisheries and Parks will accept sealed bids until **2:00 p.m., September 30, 2015** to be opened immediately.

**Bid Opening Location:** MS Department of Wildlife, Fisheries and Parks  
Attn: Purchasing Department  
1505 Eastover Dr.  
Jackson, MS 39211-6374

For questions regarding  
Specifications and General Terms and  
Conditions contact:  
**Brian Ferguson, MBA, CMPA**  
**Director, Purchasing/Accounts Payable**  
**(601) 432-2149**  
**brianf@mdwfp.state.ms.us**

## **1.1 INTRODUCTION**

- 1.1.1 The Mississippi Department of Wildlife, Fisheries and Parks requests sealed bids for the purchase and delivery of one (1) or more 2016 4 Stroke-Single Cylinder ATV(s).
- 1.1.2 The initial purchase described by this Invitation to Bid shall be for one of more (1) 2016 4 Stroke-Single Cylinder ATV(s).
- 1.1.3 The agency reserves the right to define equals, reject any and/or all bids, or any part of any/or all bids, and to waive any informality.
- 1.1.4 Awards will be made based on the lowest and best bid. It is the intent of the agency to purchase one (1) or more ATV(s). Total quantity purchased will be based on budget availability. The Invitation to Bid consists of one (1) bid proposal form. Bidders must submit a completed bid proposal form. However, we reserve the right to award in the best interest of the Mississippi Department of Wildlife, Fisheries and Parks.
- 1.1.5 The bidder agrees to deliver within **30 days** of award. Failure to do so may result in cancellation of award. If cancellation of award occurs, new award will be made to the next lowest bidder meeting required specifications.

## **1.2 GENERAL SPECIFICATIONS**

- 1.2.1 The specifications set forth herein represent a minimum of required equipment and operational needs of the Mississippi Department of Wildlife, Fisheries and Parks. The bidder may propose options above and beyond these specifications that best suit MDWFP's interests as determined by the agency.
- 1.2.2 Please respond "Yes" or "No" to indicate compliance to the specifications for each listed criterion, and add comments as needed.

## 1.3 SUBMISSION REQUIREMENTS

1.3.1 **All** bids must be submitted electronically. Bids submitted by mail or email will not be accepted. Please refer to the links below for the Vendor Registration website as well as tutorials. Please contact the MASH Help Desk (601-359-1343) if you require any assistance.

### **Registration Website**

[https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda\\_e\\_suco\\_sreg?sap-client=100#](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#)

### **Tutorial For Registration Process**

[http://uperform.magic.ms.gov/ucontent/7506bb9015c348dd8c10223a706188d0\\_en-US/course/html/course.htm](http://uperform.magic.ms.gov/ucontent/7506bb9015c348dd8c10223a706188d0_en-US/course/html/course.htm)

### **Tutorial for Bid Submission**

[http://www.mmrs.state.ms.us/vendors/Supplier\\_Training.shtml](http://www.mmrs.state.ms.us/vendors/Supplier_Training.shtml)

Click on Supplier Self Service eLearning

Then Click Launch Course

In the top right corner, click MENU

Find Lesson 2: RFx

And follow the instructions.

1.3.2 Upload the following documents:

**Bid Proposal Form.** Complete the bid proposal form and upload the document. The attachment should be named *Bid Proposal Form*.

## **Terms and Conditions**

1. The Mississippi Department of Wildlife, Fisheries and Parks reserves the right to reject any and/or all bids, to waive any informality in bids, and unless otherwise specified by the bidders, to accept any items on the bid. If the bidders fail to state the time within bids must be accepted, it is understood and agreed that the Mississippi Department of Wildlife, Fisheries and Parks shall have sixty (60) days to accept.
  2. A written purchase order or contract award letter mailed or otherwise furnished to the successful bidder within the time of acceptance specified in the Invitation to Bid, results in a binding contract without further action by either party.
  3. No bid shall be altered or amended after the specified time for opening bids.
  4. Contracts and purchases will be made or entered into with the lowest, responsible bidder meeting specifications.
  5. If purchase orders or contracts are canceled because of the awarded vendor's failure to perform or request for price increase, that vendor shall be removed from our bidders' list for a period of twenty-four (24) months.
  6. Bid openings will be conducted open to the public. However, they will serve only to open bids. No discussion will be entered into with any vendor as to the quality or provisions of the specifications, and no award will be made either stated or implied at the bid opening. All bidders are invited and encouraged to attend the bid opening meeting to review the submitted bids. After the close of the bid opening meeting, the bids will be considered to be in the evaluation process and will not be available for review by bidders. Questions shall not be answered as a result of telephone inquiries.
  7. Invoices are to be mailed to:  
  
Accounts Payable  
Mississippi Department of Wildlife, Fisheries and Parks  
1505 Eastover Drive, First Floor  
Jackson, Mississippi 39211-6374
- Payment will be made 45 days after receipt of merchandise and original invoice.
8. It shall be incumbent upon the bidders to understand the specifications. Any requests for clarifications shall be in writing and shall be submitted to our Purchasing Office at least five (5) days prior to the date and time set for the bid opening. Requests for clarifications and/or questions should be emailed to our Purchasing Office Email Address: [brianf@mdwfp.state.ms.us](mailto:brianf@mdwfp.state.ms.us)

9. Questions or problems arising from bid procedures or subsequent order and delivery procedures should be directed to:

Brian Ferguson, Director of Accounts Payable  
1505 Eastover Drive, First Floor  
Jackson, MS 39211  
Email address: [brianf@mdwfp.state.ms.us](mailto:brianf@mdwfp.state.ms.us)

10. The minimum specifications are used to set a standard and in no case are used with the intention to discriminate against any manufacturer. Bidders should note the name of the manufacturer and model number of the product they propose to furnish and **submit descriptive literature**.

11. Protests. Protest regarding this Invitation to Bid is governed by the Mississippi Procurement Manual, Section 6.

The manual may be viewed at  
<http://www.dfa.state.ms.us/Purchasing/ProcurementManual.html>

Pursuant to Section 6.101.02 and 6.101.03, Vendors must protest within seven (7) days after they know or should have known of the facts giving rise to the protest. Protests involving the Invitation to Bid and any of its contents should be made within seven (7) days of the posting of the Invitation to Bid. When all *Proposals* have been read, recorded and results posted, a Proposing Firm may choose to protest the award.

All protests must be made in writing to the Mississippi Department of Wildlife, Fisheries and Parks contact provided herein above (page 2), with copy to:

Chief Procurement Officer  
Woolfolk Building, Suite 701  
501 North West Street  
Jackson, Mississippi 39201

No protests will be considered later than seven (7) days following the posting of the INTENT TO AWARD notification.

The letter of protest should identify the Project, include what is being protested, why it is being protested, and be signed by the individual who is protesting.

12. E-Verify. Contractor/Seller represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Section 71-11-1, et seq of the Mississippi Code Annotated (Supp 2008), and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor/Seller agrees to maintain

records of such compliance and, upon request of the State and approval of the Social Security Administration or Department of Homeland Security, where required, to provide a copy of each such verification to the State. Contractor/Seller further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Contractor/Seller understands and agrees that any breach of these warranties may subject Contractor/Seller to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit certification or other document granted to Contractor/Seller by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, Contractor/Seller would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit."

The State requires the Contractor to submit invoices electronically throughout the term of the agreement. Vendor invoices shall be submitted to the state agency using the processes and procedures identified by the State. Payments by state agencies using the Mississippi Accountability System for Government Information and Collaboration (MAGIC) shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the Contractor's choice. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

13. If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the agency until the new date and time of the bid opening as set forth herein. **The agency shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event.** Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the agency prior to the new date and time of the bid opening

General Specifications	Description		
Year and Engine	2016 4 stroke-single cylinder engine	yes___	no___
Engine displacement	475-558 cc	yes___	no___
Ignition	CDI with electronic advance and an electric start plus auxiliary recoil backup	yes___	no___
Cooling	Liquid cooling	yes___	no___
Clutch	Automatic	yes___	no___
Transmission	Fully automatic hydro mechanical, continuously variable with electronic controls and a five speed with reverse	yes___	no___
Drive	Direct front and rear drive shafts w/locking front differential	yes___	no___
Drive type	4 x 4	yes___	no___
Front brakes	Hydraulic discs	yes___	no___
Rear brakes	Hydraulic discs	yes___	no___
Front suspension	Independent double-wishbone	yes___	no___
Rear suspension	Independent dual arm	yes___	no___
Front tires	25 x 8-12	yes___	no___
Rear tires	25 x 10-12	yes___	no___
Fuel capacity	Minimum of 3.9 gallons	yes___	no___
Color	Olive or drab green	yes___	no___

## BID PROPOSAL FORM 1

Mississippi Department of Wildlife, Fisheries, and Parks  
Attention: Brian Ferguson  
P.O. Box 451  
Jackson, MS 39205-0451

Having examined the specifications for 2016 4 Stroke-Single Cylinder ATVs to be delivered to Central Enforcement Office, 506 Highway 43, Canton, MS 39406, the undersigned proposes to furnish as per specifications for the prices shown below.

<u>Description</u>	<u>Bid Proposal</u>
2016 4 Stroke-Single Cylinder ATVs	Unit Cost \$ _____

**The undersigned agrees to deliver within 30 days of award. Failure to do so may result in cancellation of award. If cancellation of award occurs, new award will be made to the next lowest bidder meeting required specifications.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_